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SUPPLEMENT TO
REPORT NO.

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1. The Minex Central Import-Export Office for Mineral Industry Products (Centrala Importowo-Eksportowa Wytworow Przemslu Mineralnego), is located at Kredytowa ulica 4, Warsaw. Minex organization is typical of the organization of all the Central Offices for Foreign Trade. Minex employs about 308 people. The estimated total volume of Minex trade for 1952 is about 11 million dollars.
 2. Chief Director (Dyrektor Naczelny): Dr. Ludwik Wallach, Acting Director. Reference letters "ND". Directly under the Chief Director are:
 - (a) The Deputy Chief Director for Trade (Zastepca Naczelnego Dyrektora do Spraw Handlowych). Reference letters "DH". Name unknown.
 - (b) The Chief of the Mineral Department (Szef Dzialu Mineralnego): Until April 1952, I had this position. Reference letters "HCM".
 - (c) The Chief Bookkeeper (Glowny Ksiegowy). Mrs. Julita Krzopkowska. Reference letters "KG".
 - (d) The Chief of the Planning Department (Szef Dzialu Planowania). Lazarz Ratafia. Reference letters "NP".
 - (e) The Personnel Section (Sekoja Personalna). Chief: Jan Mieszkowski. No reference letters.
 - (f) The Administration Department (Dzial Administracyjny). Chief: Leon Bienko. No reference letters.
 3. Under the Deputy Chief Director for Trade [above] are the following: [The first letter "H" in reference letters for departments stands for handel (trade) and indicates that the department comes under the Ministry of Foreign Trade]

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- (a) Chief of the Department for General Trade (Szef Działu Ogólnego Handlowego). Miss Ryszarda Altmanowa. Reference letters "HOH". In addition to the functions handled by the sections listed below, this department also acts as the secretariat for the Chief Director's office, takes care of trade propaganda, printing, etc. The sections are as follows:
- (1) Section for Market Penetration (Sekcja Penetracji Rynkow). Reference "HOH₁". Section chief and department deputy: Kasprzycki (fnu). This section is responsible for keeping a record of all foreign firms in contact with Minex, for watching foreign markets, answering buyers' inquiries, etc. (The work was bad and inefficient because of a lack of good economists.)
 - (2) Section for Expositions and Fairs (Sekcja Wystaw i Targow). Reference "HOH₂". Section chief unknown.
 - (3) Legal Section (Sekcja Prawna). Reference "HOH₃". Section chief: Miss Helena Debinska, attorney at law. Assistant (fnu) Salomonowicz.
- (b) Chief of the Transportation Department (Szef Działu Transportu). Stanislaw Krause. Reference letters "HT". This department takes care of all transportation of goods, overland and by sea, in accordance with an annual transportation plan. A factory or mine must apply five days in advance for freight cars and two to three weeks in advance of shipment for shipping space. For overland transportation the department cooperates with Hartwig, and for sea transportation with Polfracht, both Central Offices for Foreign Trade. The department is divided into the following sections:
- (1) Section for Overland Transportation (Sekcja Transportu Ladowego). Reference "HT₁". Section chief and deputy: Henry Ferenczy.
 - (2) Section for Sea Transportation (Sekcja Transportu Morskiego). Reference "HT₂". Section chief: Strzelczyk (fnu).
 - (3) Section for Insurance (Sekcja Ubezpieczenia). Reference "HT₃". Section chief: Kazimierz Gawarecki.
- (c) Chief of the Glass Department (Szef Działu Szkła). Jozef Bartczek. Reference letters "HS". The department is divided into the following sections:
- (1) Section for Plate Glass (Sekcja Szkła Płaskiego-taflowego). Reference "HS₁". Section chief and deputy for the department: Karpinski (fnu). Exports plate glass, sheet glass, mirror glass, ornamental glass, glass reinforced with wire, etc.
 - (2) Section for Illumination Glass (Sekcja Szkła Oświetleniowego). Reference "HS₂". Exports glass used for lamps, light bulbs, neon tubes, etc. Section chief unknown.
 - (3) Section for Bottle Glass (Sekcja Szkła Opakowaniowego). Reference "HS₃". Section chief unknown.
 - (4) Section for Fancy Glass (crystal) (Sekcja Galanterii). Reference "HS₄". Section chief: Kazimierz Duszyński.

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- (5) Section for USSR (Sekoja dla Spraw Z.S.R.R.). Reference "HS₅". Section chief: Jeremy Maruszewski. Takes care of the export of Polish glass products to the USSR.
- (6) Section for Goods Turnover (Sekoja Obrotu Towarowego). Reference "HS₆". Section chief: Wiaderek (fnu). Takes care of sales statistics and inventory.
- (d) Chief of the Ceramics Department (Szef Dzialu Importu Ceramiez-nego). Engineer Teodor Gelb. Reference letters "HC". The department is divided into four sections:
- (1) Section of Chinaware (Sekoja Porcelany Szklowej). Reference "HS₁". Section chief: Mrs. Zofja Pawlowska.
 - (2) Section for Electrotechnical Porcelain (Sekoja Porcelany Elektrotechnicznej). Reference "HC₂". Section chief: Jerzy Bystydzienski.
 - (3) Section for Construction and Sanitary Porcelain (Sekoja Porcelany Budowlanej i Fajansu Sanitarnego). Reference "HC₃". Section chief: Henryk Sokulski.
 - (4) Section for Goods Turnover (Sekoja Obrotu Towarowego). Reference "HC₄". Section chief unknown.
- (e) Chief of the Mineral Import Department (Szef Dzialu Importu Mineralow). Josef Bek. Reference letters "HIM". Until January 1952 this department was part of the Varimex Central Import-Export Office for Miscellaneous Articles. The department is divided as follows:
- (1) Section for Import of Kaolin (Sekoja Importu Kaolinu). Reference "HIM₁". Section chief: Leszek Gajewski. This section handles the importation of kaolin from Czechoslovakia and the USSR. In 1952 it planned to import 10,000 tons of kaolin from Czechoslovakia at the rate of \$16 per ton for the ceramics industry and 30,000 tons of Kaolin from the USSR for the paper and rubber industries.
 - (2)
 - (3)
 - (4) Section for Goods Turnover (Sekoja Obrotu Towarowego). Reference "HIM₄".

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4. The Mineral Department, which is under the direct control of the Chief Director of Minex, handles more than half of the total trade volume of Minex, or about seven million of the estimated 11 million total for 1952. [redacted] for 1952 Export Plan for this department. It exports cement, glass, ceramics and refractory materials, dolomite, magnesite and clays. I was Chief of this department until April 1952. My successor is unknown. The department, reference letters "HCM", is divided into the following sections:

- (a) European (cement) Section (Sekcja Europejska). Reference "HCM₁". Section chief: Mrs Anna Stahl. This section handles the export of Polish cement to European countries, including the USSR and the satellites.

- (c) Section for Import of Cement (Sekcja Importu Cementu). Reference "HCM₃". Section chief: Miss Kristina Wroniewicz. This section takes care of cement import from East Germany.

- (d) Section for Export of Refractory Materials (Sekcja Eksportu Materiałow Ogniotrwałych). Reference "HCM₄". Section chief: Mrs Zofja Morawska. Export is mainly to Czechoslovakia.

- (e) Section for Export of Construction Materials (Sekcja Eksportu Artikulow Budowlanych). Reference "HCM₅". Section chief: Mrs Wanda Schabowiczowa, nee Idzikowska. This section exports building materials, sands, granite, etc.

- (f) Section for Goods Turnover (Sekcja Obrotu Towarowego). Reference "HCM₆". Section chief: Wiaderek (fnu).

5. Directly under the Chief Director of Minex is the Chief Bookkeeper, Mrs Julita Krzepkowska. The reference letters are "KG". There are two departments, as follows:

- (a) The Finance Department (Dzial Finansowy). Reference "FK". Until 30 Mar 52 the Chief of this department was Henryk Micinski. His successor is unknown. This department is divided into:

- (1) The Operational Section (Sekcja Operacyjna). Reference "FK₁".
- (2) The General Section (Sekcja Ogolna). Reference "FK₂".

- (b) The Bookkeeping Department (Dzial Ksiegowosci) has no reference number and is divided into the following sections:

- (1) Accounting Section (Sekcja Rozliczen). Reference "FK₃".
- (2) Budget Section (Sekcja Budzetowa). Reference "FK₄".
- (3) Bookkeeping Section (Sekcja Ksiegowa). Reference "FK₅".
- (4) Bookkeeping Section (Sekcja Ksiegowa). Reference "FK₆".

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6. The Planning Department (Dzial Planowania), reference "NP", is directly under the Chief Director. This department prepares export plans and keeps statistics which are transmitted to the Department of Planning in the Ministry of Foreign Trade. The department is divided into:
 - (a) The Goods Planning Section (Sekcja Planowania Towarowego). Reference "NP₁".
 - (b) Financial Planning Section (Sekcja Planowania Finansowego). Reference "NP₂".
 - (c) Statistics Section (Sekcja Statystyki). Reference "NP₃".
7. The Chief Director of Minex receives 2,300 zlotys per month, or net after deductions for taxes, insurance, etc, 1,700 zlotys. The Deputy Director receives 1,900 zlotys per month, or 1,550 zlotys net after deductions. A Chief of Department in Minex is paid from 1,300-1,600 zlotys per month, net 1,300 zlotys. A Section Chief of Minex gets from 900-1,200 zlotys per month and net 800-1,100 zlotys. Other employees in Minex receive about 600 zlotys per month, net 550 zlotys.

Enclosure A: Organizational Chart of Minex

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Enclosure A

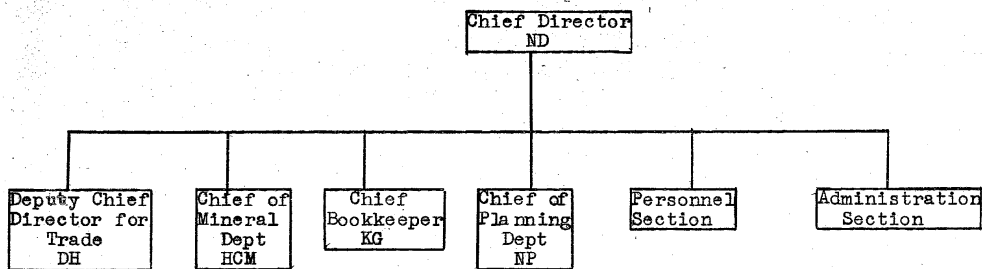
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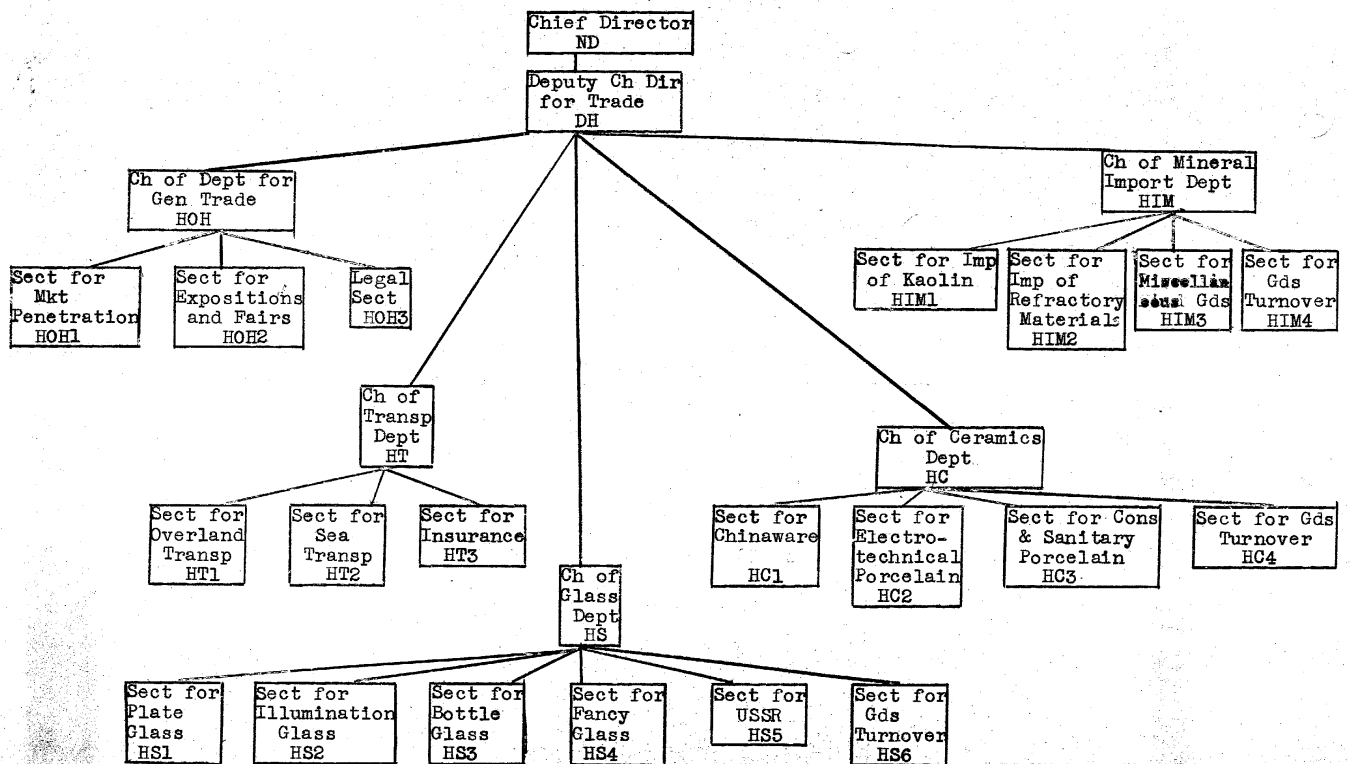
Organizational Chart of Minex



Central Offices of Import-Export of Minerals

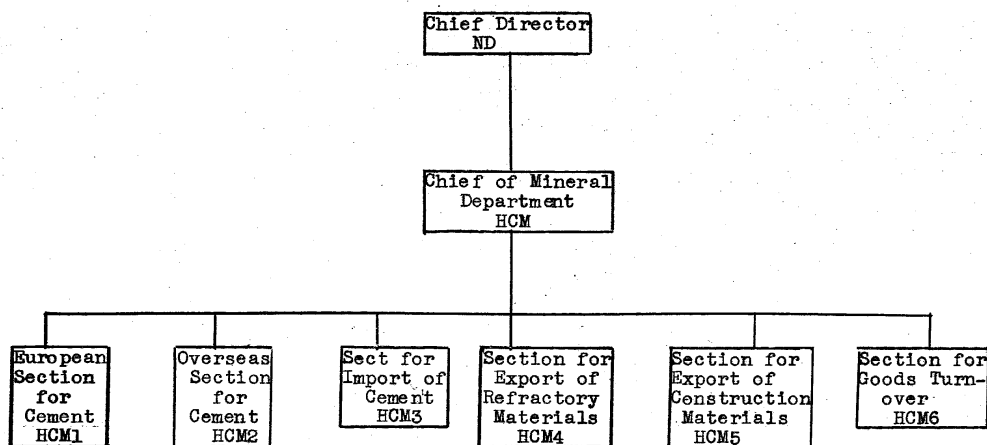
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Enclosure A

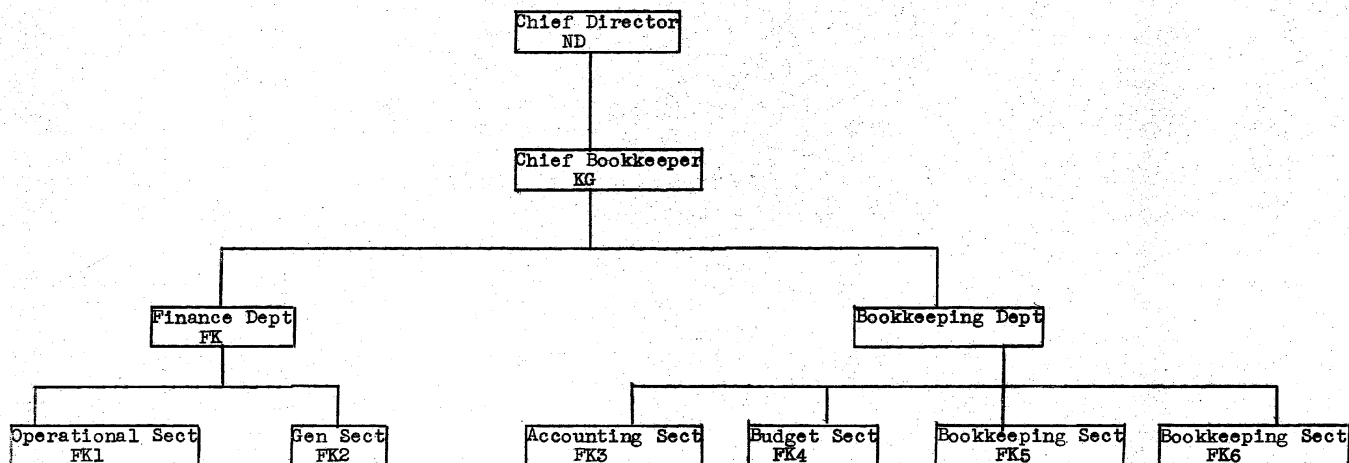
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Organizational Chart of "Minex"

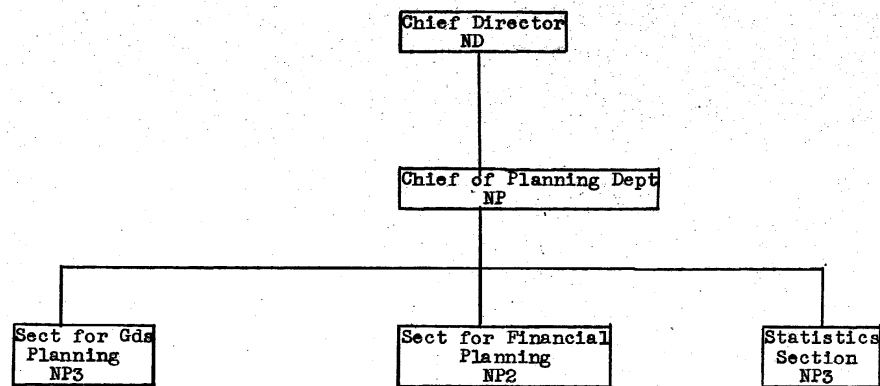


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